

FileMaker

Client User Manual



McLean County Unit District No. 5

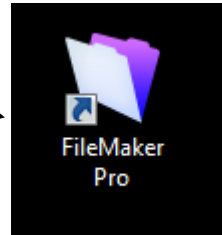
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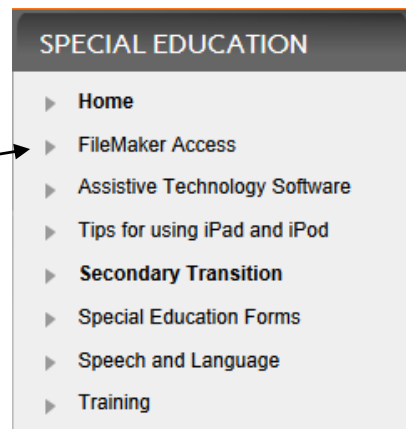
FILEMAKER CLIENT USER ACCESS

How to get to FileMaker Client -

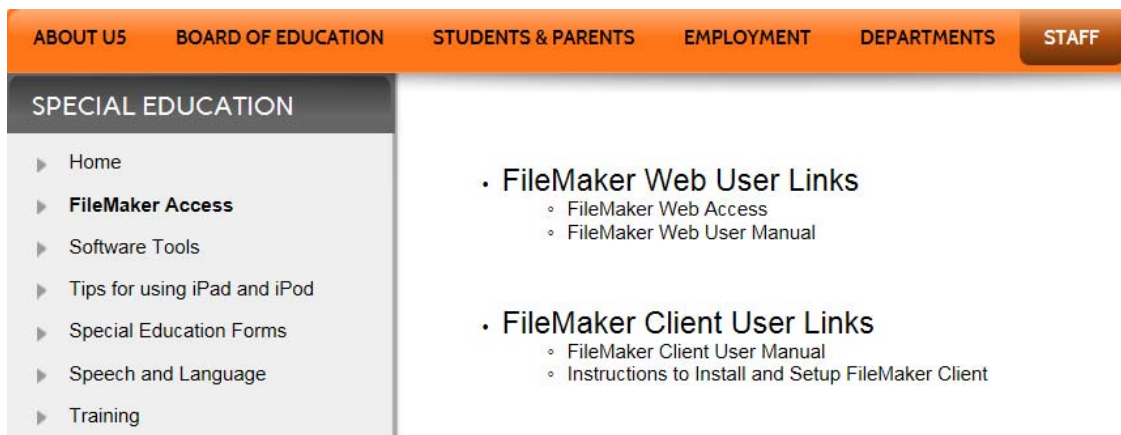
Double click the FileMaker Client Shortcut on your computer desktop. If you don't have FileMaker Client installed, follow the instructions located in the document in your Special Education Flash Drive titled "Instructions to Install and Setup FileMaker Client 14". The installation must be done at your school and can't be done outside of the district.

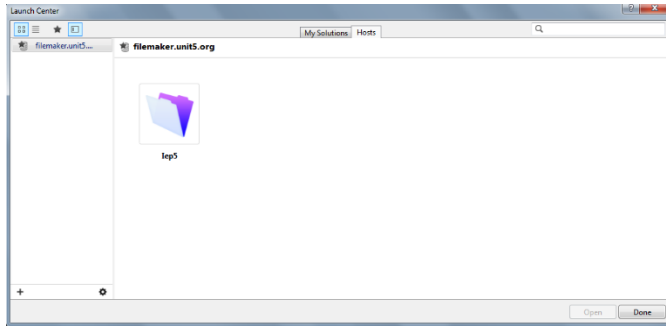


PDF copies of FileMaker manuals and installation instructions are available on the Unit 5 website and in your Special Education flash drive. Navigate to www.unit5.org, click on the Staff Menu and click on Special Education. Now click on FileMaker access.



NOTE-Web users also access the web version of FileMaker at this site but if you are a client user DO NOT use the web version of FileMaker.





Double click on lep5 or single click and then Click on Done

Log In

Open database "lep5" with:

☐ Guest Account

☒ Account Name and Password

Account Name:

Password:

Account Name: mciep
Password: MC839

Type in the above Account Name and Password, click OK. This information is **case sensitive**. The "Caps Lock" on the keyboard should be off. Type them exactly as shown above. (Mac Users: DO NOT check the "Add to Keychain" box. PC Users: DO NOT save password).

Enter Log in Name: Your Username

Press the Tab Key to move to the Log in Pin box

Enter Log in Pin: Your FileMaker password, the password will not show as you type. You can double click in the box to verify the password after you finish entering it.

Click Continue with the mouse, **do not** use the Enter key.

Note: If you are having a problem logging in, contact Nora Bardi ~ bardini@unit5.or

MAIN MENU

After completing the Log in process, the program opens to the Main Menu screen.

The screenshot shows the main menu of the 'Kids Individualized Data System'. At the top, it says 'Mackinaw Valley Special Education Association' and 'Thursday, August 4, 2011'. There are several buttons: 'Eligibility / IEP Program', 'Notice and Consent', 'Supplemental Forms', 'Student Data', 'Archive This Student', 'Go to Archive Files', and a prominent yellow 'Exit Program' button. In the center, there's a logo for 'Kids Individualized Data System'. Below the logo, there are search fields for 'First Name' and 'Last Name', a 'Student Record' field with 'SIS ID', and a 'Birthdate' field. There are also 'Enter Find', 'Perform Find', and 'Find All' buttons. A 'Total Records Found' field shows '4580'. At the bottom, there's a 'Message Board' section with a warning about updated school year forms and a note that all records were archived on 7/20/2011.

Click any button to access an area of the database after finding the appropriate student record.

***Always exit the program properly** by using the “Exit Program” button on the Main Menu. If this button is not used to exit the database information **MAY NOT BE SAVED**.

The Message Board is used to post messages or reminders to staff members. Be sure to check it for any messages.

Finding a Student

- Single click the Enter Find button. The fields on the screen will blank out and the cursor will flash in the field that contains the First and Last Name of the student.
- Type the student name in the First and Last Name field and then single click the Perform Find button.
- If a response of “Student Not Found” comes on the screen, contact Lori Strickler at Field Special Services Center or by email strickla@unit5.org. The record has not been entered or the spelling may be incorrect.
- If you are having problems locating a student it may be because of a misspelling. Try entering just the last name or first and last initial such as A C. Be sure to have a space between the initials. However, using this approach can lead to locating more than one record. To find the record you want just click the up and down Records arrows until you locate the correct record. Once you locate the correct name, click Enter Find, type the whole name and click Perform Find. This will result in the Total Records Found equaling 1. **To avoid inadvertently placing data on another student’s record, only enter the database with Total Records Found equaling 1.**

This close-up shows two instances of the 'Total Records Found' field. The top one shows '15' and is part of a larger search interface with 'Enter Find', 'Perform Find', and 'Find All' buttons. The bottom one shows '1' and is a smaller, isolated field. Arrows from the text in the 'Finding a Student' section point to these fields.

IEP MENU

- Once a student has been located on the Main Menu and Total Records Found equals 1, simply click on the Eligibility/IEP Program button to access the IEP data for that student.

Mackinaw Valley Special Education Association

Kids Individualized Data System

Eligibility / IEP Program
Notice and Consent
Supplemental Forms

Student Data
Archive This Student
Go to Archive Files
Exit Program

First Name Last Name
Student Record
SIS ID:
Birthdate:
Total Records Found: 4580
Enter Find Perform Find Find All Date of Last Archive: 7/20/2011

Do not type on this record Message Board

We have updated the extended school year forms. Please note the new dates and times. Locations have also changed for the year. Please print off a copy when completing your student's annual review and send to the special education office after the student's annual review. Please contact us if you have any questions.
All records were archived on 7/20/2011.

Main Menu Print Menu Users 3

Eligibility / IEP Menu

Data IEP
☒ Conference Summary Report
☒ Present Levels of Academic Achievement and Functional Performance (3 Pages)
☒ Secondary Transition
☒ Transition Services
Goals and Objectives / Benchmarks
1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19 20
Report of Progress on Annual 1 2 3
☒ Educational Accommodations and Supports
☒ Assessment
☒ Educational Services and Placement (2 Pages)
☐ Educational Services and Placement (Next Year)
Additional Notes / Information
1 2 3 4 5 6 7 8 9 10
Enter Find Perform Find Find All
Total Records Found: 6282

Data Completed as needed:
☐ IAA Participation Guidelines
☐ Autism Spectrum Disorder Checklist
☐ Team Assessment
☒ Functional Behavioral Assessment
☐ Behavioral Intervention Plan
☐ Manifestation Determination
☐ Summary of Performance (Exit IEP)
☐ Post-School Data Collection Survey
☒ Indicator 13 Data Entry
☐ FACTS Tracking Sheet
☐ Consent for Medicaid School-Based Services
Eligibility
☒ Documentation of Evaluation Results (2)
☐ Eligibility
☒ Documentation of Evaluation Results
☒ Research Based Evidence for Interventions
Eligibility Criteria
First Name Last Name
Test Student 3
SIS ID:
Birthdate:
Records

- Access to individual IEP pages can be obtained by clicking on any of the page titles.
- To access a specific goal, click on the goal number on the menu.
- The checkboxes aligned with each page title are called Data Boxes. If there is data entered on any page, an "X" will appear in the box.



- From the selected page, in this case the IEP Conference Summary Report, click on the Menu button to return to the Eligibility/IEP Menu.

Menu Back Forward Preview Print

Student Name: Test Student 2 Individualized Education Program (Conference Summary Report)

Date of Birth:
STUDENT: Student 2 Test First Middle Current Grade:
Last (Legal)
Date of Meeting:
Date of Last Evaluation:
Date of Next Reevaluation:
PURPOSE OF CONFERENCE (Check all that apply) *Add three years to Date of Last Evaluation and enter
☐ Review of Existing Data ☐ Reevaluation ☐ IEP Review/Revision ☐ Manifestation Determination ☐ Termination of Placement
☐ Initial Eligibility ☐ Initial IEP ☐ Transition ☐ Graduation ☐ Other (e.g. FBA/BIP)

STUDENT IDENTIFICATION INFORMATION
Student's Address (Street, City, State, Zip Code)
Student's Date of Birth
SIS ID Number
Ethnicity
Gender M
Anticipated Date of HS Graduation
Language Used by Student
Mode of Communication Used by Student
Case Manager Jones, M
Placement (To Be Completed After Placement Determination)
Disability(s)
NA Not Eligible for Special Education
Resident District
Serving District
Resident School
Serving School

IEP INPUT

Menu | Back | Forward | Preview | Print

Student Name: Test Student 3
Date of Birth: [Field]

STUDENT: Student 3 | Test | First | Middle | Current Grade: [Field]

Date of Meeting: 1/1/2010 | Date of Most Recent: 5/1/2014 | *Date of Next: 5/1/2018

PURPOSE OF CONFERENCE (Check all that apply) *Add three years to Date of Last Evaluation and enter

☐ Review of Existing Data ☒ Reevaluation ☐ IEP Review/Revision ☐ Manifestation Determination ☐ Termination of Placement

☐ Initial Eligibility ☒ Initial IEP ☐ Transition ☐ Graduation/Exit ☐ Other (e.g. FBA/BIP)

STUDENT IDENTIFICATION

Student's Address (Street, City, State, Zip Code) | Student's Date of Birth | SIS ID Number

Ethnicity | Gender | Anticipated Date of HS Graduation

Language Used by Student | Mode of Communication Used by Student | Case Manager

Placement (To Be Completed After Placement Determination) | Disability(s) | Web Users, click "Submit" to see Disability Description. | Submit

Resident District: McLean County Unit 5 | Serving District: [Field]

Resident School: [Field] | Serving School: [Field]

- Checkboxes are point and click, but appear as checkmarks on your input screen.
- After navigating to an IEP input screen it does not appear that there are any drop down arrows to allow for data choices, but simply clicking in any field on the page will make the arrows appear.

- Now the arrows are visible at the right end of the field.
- When using drop down lists, you must make a choice from the list. To remove a previous choice, choose the "Blank" at the end of the drop down list. Slide the scroll bar if needed. To type text other than the choices on the list, choose "other" and type the text in the field adjacent to the drop down list. If the word "other" is not listed, then a choice must be made from the list and typing your own text is not available.

Menu | Back | Forward | Preview | Print

Student Name: Test Student 3
Date of Birth: [Field]

STUDENT: Student 3 | Test | First | Middle | Current Grade: [Field]

Date of Meeting: 1/1/2010 | Date of Most Recent: 5/1/2014 | *Date of Next: 5/1/2018

PURPOSE OF CONFERENCE (Check all that apply) *Add three years to Date of Last Evaluation and enter

☐ Review of Existing Data ☒ Reevaluation ☐ IEP Review/Revision ☐ Manifestation Determination ☐ Termination of Placement

☐ Initial Eligibility ☒ Initial IEP ☐ Transition ☐ Graduation/Exit ☐ Other (e.g. FBA/BIP)

STUDENT IDENTIFICATION

Student's Address (Street, City, State, Zip Code) | Student's Date of Birth | SIS ID Number

Ethnicity | Gender | Anticipated Date of HS Graduation

Language Used by Student | Mode of Communication Used by Student | Case Manager

Placement (To Be Completed After Placement Determination) | Disability(s) | Web Users, click "Submit" to see Disability Description. | Submit

Resident District: McLean County Unit 5 | Serving District: [Field]

Resident School: [Field] | Serving School: [Field]

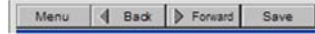
Disability(s) dropdown menu options: Verbal, Gestures, Pictures, Sign, AAC Device

Notes:

- ~Use the **Back and Forward** buttons to navigate to the next or previous screen.
- ~If a screen includes a Save button (generally located on screens where long narratives are written, such as the Present Levels of Academic Achievement page), you can click it to save any data that has been entered without navigating to another page and then returning to save the data on the screen.
- ~Navigate to the IEP menu screen from any page by clicking on the Menu button.
- ~Spell check is a feature of FileMaker Client.

SAVING

To save data entered on a screen, the user must move from one screen to another using the Back and Forward buttons or when available, click on a Save button. Save buttons are located on the top of screens where a significant amount of data is entered, such as the Present Levels page.



PRINTING FROM PREVIEW

- To produce a Preview of how the document will look when printed, select the Preview button on the right corner of the input screen.

- To return to the input screen from this preview screen, press the ENTER key.

- WARNING** – NEVER enter information on the preview screen, although it is possible to do so, the data is unreliable and can cause problems with the database.

- To print the previewed page simply click File and then click Print

GOALS AND OBJECTIVES

- Access to the Goals and Objectives input screens can be gained through the IEP Menu or by forwarding through the IEP Input screens.
- The buttons 1-20 on the screen will allow access to any of the goals previously written for the student.
- Each goal contains space for three objectives. Consider keeping goals to three objectives, rather than having goals that continue onto another goal page.
- The Goal Bank is only available by remoting into the client version of FileMaker.

- Clicking on the Goals button will navigate to the Goals and Objectives Menu.

- Review the list and click on the blue arrows to see the Learning Standards.

- To select a goal, click on the first word of the goal (displayed in blue). The program will automatically return to the Goal and Objective input screen that you were just on.
- Use the Return button to move back a screen in the Goals and Objectives area.
- To return to the Goal Page without selecting a goal or objective, click on the IEP button.

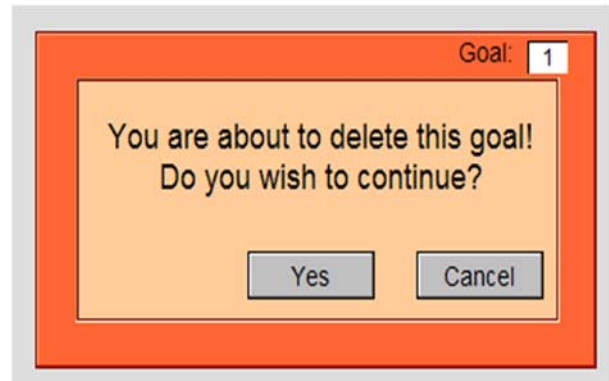
- Click the Paste button on the input screen and the goal will be inserted.

- Repeat the copy and paste function for the Objectives by using the "OBJ" button to navigate to the Goals and Objectives Menu. Objectives are in black text.

Deleting Goals

- Below the Goals and Paste buttons is a button to Delete Goal.

- If YES is chosen from the Delete Goal Prompt, the information, including all objectives and data on that goal will be deleted. The remaining goals will then be moved up one goal page so that all goals are in order with no blank goals mixed in.
- When preparing for an annual review it is necessary to delete the information on the goals and objectives pages in order to develop the new IEP. Deleting the goal makes this process much faster.
- Make sure you have hard copies of the goal pages before you delete the goals.



STATE STANDARDS

- Access to the State Standards is obtained on each of the goal pages by clicking the Standard Number to the left of the goal.
- Note that only the goal number links to the Standards, not the objectives.

Early Elementary	Late Elementary	Middle/Jr. High School	Early HS	Late HS
1A1a. Apply word analysis skills (e.g., phonics, word patterns) to recognize new words.	1A2a. Read and comprehend unfamiliar words using root words, synonyms, antonyms, word origins and derivations.	1A3a. Apply knowledge of word origins and derivations to comprehend words used in specific content areas (e.g., scientific, political, literary, mathematical).	1A4a. Expand knowledge of word origins and derivations and use idioms, analogies, metaphors and similes to extend vocabulary development.	1A5a. Identify and analyze new terminology applying knowledge of word origins and derivations in a variety of practical settings.
1A1b. Comprehend unfamiliar words using context clues and prior knowledge; verify meanings with resource materials.	1A2b. Clarify word meaning using context clues and a variety of resources including glossaries, dictionaries, and thesauruses.	1A3b. Analyze the meaning of words and phrases in their context.	1A4b. Compare the meaning of words and phrases and use analogies to explain the relationships among them.	1A5b. Analyze the meaning of abstract concepts and the effects of particular word and phrase choices.

- This form can be printed to keep with your IEP or used as a reference.
- Print by using the Print (FileMaker) button
- To return to the Goal Bank Main Menu, use the Home button.
- To go back one screen, use the Return button.

NOTICE AND CONSENT

- Access the Notice and Consent forms Menu from the Main Menu.
- To print forms place a check in the appropriate forms box under “Print English” or “Print Spanish”.
- Click the Print all Checked Pages (FileMaker) button.

- Along with the option for Spanish Preview and Spanish Print, other program features such as the Menu, Back, Forward, and Preview buttons are accessed the same throughout the Notice and Consents section.

PRINT MENU

Steps to print

- Simply check the boxes next to the pages to be printed.
- Then click the Print All Checked Pages (FileMaker) button.
- You can also click on the title of a particular page to print that specific page

Notes

~The "Mark With Data" button will automatically insert an "X" in the Print Boxes for the forms with an "X" already showing in the Data Box.

~The "Mark All" button will select every form regardless of whether there is data on the form or not.

ARCHIVE

Thursday, August 4, 2011

Mackinaw Valley Special Education Association

Eligibility / IEP Program

Notice and Consent

Supplemental Forms

Kids Individualized Data System

Student Data

Archive This Student

Go to Archive Files

Exit Program

First Name Last Name

Student Record

SIS ID:

Birthdate:

Records

Total Records Found: 1

Enter Find Perform Find Find All

Date of Last Archive: 7/20/2011

Do not type on this record

Message Board

We have updated the extended school year forms. Please note the new dates and times. Locations have also changed for the year. Please print off a copy when completing your student's annual review and send to the special education office after the student's annual review. Please contact us if you have any questions.

All records were archived on 7/20/2011.

Archiving Procedures:

- Archiving (backing up a student's IEP) is completed by Lori Strickler (the button is disabled to other users).
- You must request an archive following a completed annual review or following any meeting where data is changed on the student's record. This should only be done when the meeting has been finalized, all data has been entered and updated from all related service staff.
- You must request to have a student IEP archived when you make any changes to the current document. This must be done after an IEP meeting where you have made changes to the document in any way.
- Email the archive request to Lori at strickla@unit5.org, send a hard copy of the entire IEP to the Special Services Center and place a copy in the student's cumulative folder in your building. This should be done after an annual review as well as any meeting where changes have been made to the IEP.

How to Attach the Conference Notice to an Email

- If you have not already done so, install PDF Creator on your laptop
 - All Programs
 - Click the folder Microsoft System Center 2012 R2
 - Click Software Center
 - Click Find additional applications from the Application Catalog
 - Click in the Search box and enter PDF Creator
 - Click Install in the bottom right hand corner, scrolling may be needed to see this button
 - Click Yes, you will see a window informing you when the install is done
- In FileMaker open the Notice of Conference that you want to attach to an email.
- Select Preview in English or Spanish as needed.
- Select the File Menu and select Print.
- In the Select Printer window, scroll if needed, and double click on PDF Creator.
- In the PDF Creator window give the file a name that will help you identify the file later. A suggestion might be noticeab, where 'ab' are the initials of the student. Don't worry about entering any information in the remaining areas of this window.
- Click on Save.
- Select a location to save the file, such as your H:Drive or Google Drive.
- Click on Save.
- The PDF version of the Notice will open, you can just close it.
- Press the Enter key to exit preview mode in FileMaker.
- Now you can open Outlook and create a new email. Then simply attach the PDF file of the notice to the email.